



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134 5001

MCINCR-MCBQO 1700.23B
B 051

JUN 29 2018

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 1700.23B

From: Commander, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico
To: Distribution List

Subj: REQUEST MAST PROCEDURES

Ref: (a) JAGINST 5800.7F (JAGMAN) Appendix A-1-y
(b) NAVMC DIR 1700.23F (REQUEST MAST)
(c) MCICOMO 1700.1B (REQUEST MAST)
(d) MCO 1700.23F (REQUEST MAST)

Encl: (1) Unit Listing
(2) Request Mast Tracking Sheet

1. Situation

a. The Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) has been designated with General Court Martial Convening Authority (GCMCA) per reference (a). Additionally, per references (b) and (c), the Commanding General, Marine Corps Installations Command (MCICOM) has delegated the authority to hear General Officer-level Requests Mast on his/her behalf to the Commander, MCINCR-MCBQ.

b. Guidelines are set forth in this order to explain and standardize the submission of Request Mast applications to the Commander, MCINCR-MCBQ. Additionally, the complex command and legal relationships throughout the National Capital Region can lead to confusion in routing procedures. This order identifies units and organizations to which it applies.

2. Mission. Standardize procedures for the submission and processing of Request Mast applications through the requestor's chain of command to the Commander, MCINCR-MCBQ in accordance with references (b), (c), and (d).

3. Execution

a. Commander's Intent. This order applies to all commands for whom the Commander, MCINCR-MCBQ serves as the GCMCA. See enclosure (1).

b. Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(1) Request Mast applications will be submitted in writing and processed in accordance with reference (c), enclosure (1), chapters 3 and 4.

(2) ALL Request Mast applications will be submitted to the Marine's first Commanding Officer/Officer-In-Charge with non-judicial punishment (NJP) authority and routed through the Chain of Command.

(3) A Marine desiring to Request Mast under this order with the first general officer in their chain of command, will complete Part I, sections 1 through 9 of the NAVMC Form 11296. The Marine will indicate in section 8a "Commander, MCINCR-MCBQ" per the delegation by the Commanding General, MCICOM described in reference (c). Each commander in the Marine's chain of command will complete a separate Part II, Section 10 of the NAVMC Form 11296. All documents will be included with the Marine's original request and submitted unfolded, in a 9x12 envelope, with a Privacy Act cover sheet affixed to the front of the envelope and delivered per paragraph 3.c and 4 below. Enclosure (2) is provided as a guide to assist commands with the local administration and routing of the NAVMC Form 11296 prior to submission to the Commander, MCINCR-MCBQ.

(4) If the Marine does not want to reveal the subject of the Request Mast to a subordinate commander, complete the following additional administrative processing requirements.

(a) The Marine will mark the outside of the envelope with the statement, "REQUEST MAST: To be opened by the Commander, MCINCR-MCBQ Only."

(b) The envelope will be sealed by the Marine and the Marine will sign his or her name over the seal before covering the seal with clear tape.

(c) The requestor will affix one (1) NAVMC Form 11296 to the front of the envelope with Part I, sections 1-8a, and section 9 completed. Part I, section 8b, will be left blank on the copy placed on the outside of the envelope.

(d) Each subordinate commander in the Marine's chain of command will complete and sign/date a separate Part II, Section 10 of the NAVMC Form 11296 and attach on top of the Marine's form on the outside of the envelope.

(e) A Privacy Act cover sheet will be placed on top of all documents affixed to the front of the envelope prior to delivery to the next higher commander, per paragraph 3.c and 4 below.

c. Coordinating Instructions. All Request Mast appearances with the Commander, MCINCR-MCBQ will be coordinated and scheduled via the MCINCR-MCBQ Command Inspector General (CIG).

4. Administration and Logistics

a. Request Mast applications addressed to the Commander, MCINCR-MCBQ must be hand-delivered to the MCINCR-MCBQ CIG located in Lejeune Hall, Building 3250, Catlin Avenue, Room 116, Room 123, or Room 125. The Request Mast application should be processed within 24 hours at each level where possible. If circumstances warrant an expeditious process or a delay is unavoidable, comments should be placed in Part II, Section 10 describing the situation and the CIG should be immediately contacted at the number in paragraph 5 below.

b. Request Mast applications originating outside the local area should be emailed to the CIG mailbox mcin-cr-ig-hotline@usmc.mil or faxed to (703) 784-3326. Include a DD Form 2923-Privacy Act Data Cover Sheet as the first page of all Request Mast correspondence.

c. Hand delivered Request Mast applications will be accepted Monday through Thursday from 0730-1630 and Friday from 0730 to 1530.

5. Command and Signal

a. Command. The Command Specific elements for processing a Request Mast are outlined in sub-paragraphs (2) and (3) below.

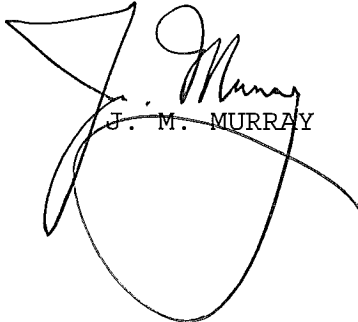
(1) This order cancels MCINCR-MCBQO 1700.23A.

(2) The MCINCR-MCBQ Command Inspector General's office can be contacted at (703)784-2277 or Lejeune Hall (Bldg 3250), Suite 116 for ANY Request Mast matters.

(3) The MCINCR-MCBQ Sergeant Major can be contacted at (703)784-5907 or Lejeune Hall (Bldg 3250), Command Suite for enlisted Request Mast matters.

(4) The MCINCR-MCBQ Command Inspector General will process the Request Mast in all cases without regard to the submission by an officer or enlisted member.

b. Signal. This order is effective the date signed.



J. M. MURRAY

DISTRIBUTION: A

Unit Listing

Commander, MCINCR-MCBQ exercises GCMCA for the following organizations

- Headquarters and Service Battalion, MCINCR-MCBQ
 - Headquarters Company
 - Service Company
 - Combat Development Company (only those listed below)
 - Combat Development and Integration
 - Tenant Activities Company (only those listed below)
 - Manpower and Reserve Affairs
 - Marine Corps Operational Test and Evaluation Activity (MCOTEA)
- Joint Non-Lethal Weapons Directorate
- Security Battalion, MCINCR-MCBQ
- Marine Corps Air Facility Quantico
- Headquarters and Service Battalion, HQMC, Henderson Hall
- Marine Aviation Detachment, Patuxent River
 - Marine Aviation Detachment, China Lake-Point Mugu
- Marine Barracks Washington
- Marine Corps Embassy Security Group (includes all regions)
- Marine Corps Information Operations Center
- Marine Corps Intelligence Activity
- Marine Cryptologic Support Battalion (includes all companies)
- Marine Helicopter Squadron One (HMX-1)
- Wounded Warrior Regiment
 - Wounded Warrior Battalion - East
 - Wounded Warrior Battalion - West

Request Mast Tracking Sheet

REVEALED ISSUE: (To be placed on top of the envelope containing the Request Mast Package) Command:	Commander: Date Received:	Commander: Date Received:	Commander: Date Received:
	Y/N Initial	Y/N Initial	Y/N Initial
Is the NAVMC 11296 complete? Did the Marine fill out all spaces provided on A-1? Did the Marine sign and date in Block 9? (Next step: Request Mast (RM) package should be given to first commander in chain of command with NJP authority.)			
Routing: Chain of Command (COC) starting with first commander (CO) with NJP authority. Route within 1 working day at each command level. (Use Privacy Act cover sheet at all times)			
Timeliness: Did the CO hear the RM within 1 working day? If there was a delay, was it explained in writing and signed and dated by Marine? (Next step: If unable to resolve all issues, route to next command level within the chain.)			
Record: Did CO write his/her responsive action in Block 10, sign and date? Did Marine sign and date acknowledgement of disposition?			
Record: If the issues are resolved at lower level and Marine chooses not to proceed to the CO indicated in Block 8a, is that explained in writing on the NAVMC 11296 form, signed and dated by the CO and Marine?			
Record: If the RM is denied by the CO <i>to whom mast is requested</i> , is that disposition explained in writing and signed and dated by the CO and Marine? (NOTE: A report of such action will be sent via the COC to Commander, MCINCR-MCBQ within 1 work week)			
Follow up: Did the CO with whom the Marine requested mast follow up with the Marine to ensure the RM was heard in a timely manner and that no prejudicial action was taken? (Reminder: Keep record of follow-up)			
Record Retention: Are the RM documents filed IAW SSIC 1700.2b and safeguarded to protect PII?			

Enclosure (2)

Request Mast Tracking Sheet

NOT REVEALED ISSUE: (To be place on top of the envelope containing the Request Mast Package) Command:	Commander:	Commander:	Commander:
	Date Received:	Date Received:	Date Received:
	Initial Y/N	Initial Y/N	Initial Y/N
Is the NAVMC 11296 complete and in a sealed envelope? Did the Marine attach additional completed Page A-1 to the outside of the envelope marked "eyes only" <i>without</i> revealing the nature of complaint and requested remedy? (Did the Commander remind the Marine to provide an explanatory statement in box 8b of the enclosed form sealed inside the envelope as to why the subject was not revealed?)			
Routing: Chain of Command (COC) starting with the first commander (CO) with NJP authority. Route within 1 working day at each command level. (Use Privacy Act cover sheet at all times)			
Timeliness: Did the CO route the RM – <i>without</i> attempting to solve or delay the RM – to the next CO in COC? If there were delays, was it explained in writing and signed and dated by the CO and Marine?			
Record: Did each CO identify to whom the RM was routed in the COC on Page A-2 in block 10; sign and date and attach to the outside of envelope? (Only CO with whom the Marine discusses the issue should open the envelope and attempt to resolve issue).			
Record: Once the CO with whom the Marine requested mast has heard the RM, is the disposition explained in writing, signed and dated by the CO and Marine?			
Record: If the RM is denied by the CO because the issue was not appropriate for RM, is that disposition explained in writing and signed and dated by the CO and Marine. (NOTE: A report of such action will be sent via the COC to Commander, MCINCR-MCBQ within 1 work week)			
Follow up: Did the CO with whom the Marine RM, follow up with the Marine to ensure the RM was heard in a timely manner and that no prejudicial action was taken?			
Record Retention: Are the RM documents filed IAW SSIC 1700.2b and safeguarded to protect PII?			

Enclosure (2)